

Administration Committee
September 13, 2016
Minutes

Committee Members present: Chairman David Hintz, Ted Cushing, Billy Fried, Robb Jensen and Bob Mott.

Others present: Roger Luce (OCEDC), Margie Sorenson (Finance), Scott Sternhagen (Schenck and Associates), Brian Desmond (Corporation Counsel), Linda Conlon (Health Department), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Jack Flint and Marie Thompson (ITS), Luann Brunette (Buildings and Grounds), Lynn Feldman (UW-Extension) and Melodie Gauthier (Recording Secretary).

Call to order: Chairman David Hintz called the meeting to order at 9:35 a.m. in the First Floor Conference Room of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion by Mott/Cushing to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: Motion by Mott/Cushing to approve the minutes of 08/09/16 as presented. Discussion followed. All ayes; motion carried.

Out-of-county/state travel requests: Motion by Mott/Cushing to approve the out-of-county travel request for the Health Department as presented. All ayes; motion carried.

2015 County Audit Report: Sternhagen, Schenck and Associates, reviewed the annual financial report and management communications for 2015. Discussion was held on items as report was reviewed. There were no items of deficiency found in reporting, compliance or internal controls and the County has shown consistent operating results.

Relocation of UW-Extension Office: Mott discussed the ongoing office environment issues at the UW-Extension (sensitivity to diesel fumes) in the basement of the Rhinelander/Oneida County Airport. A number of employees are sensitive to the diesel fumes and find it necessary to leave the worksite (incidences for the past year have been documented). The Airport, CUW Committee and Buildings and Grounds have worked to resolve the issue by conducting an air quality study, constructing a cement wall in the back baggage area to block fumes and adjustments to airflow pressure—without resolution to the issue. Mott feels that when workplace environment issues cause illness, it should be addressed. The State was unable to find a firm to do additional testing with a guaranteed outcome. The CUW Committee would like to move staff from that area and, subsequently, the UWEX staff has visited sites in the City for an acceptable office facility. Airport Manager Brauer is aware of the CUW Committee's actions.

Fried believes it is the role of the CUW Committee to ask the Administration Committee or County Board to take the next step regarding the issue and that it is not the role of UWEX staff to explore sites and costs. Mott felt the CUW Committee was being proactive to provide enough information to help make a final decision, instead of adding additional work to Buildings and Grounds staff or the Administration Committee. Jensen thought the Administration Committee directed the CUW Committee to look at various options and identify the advantages and disadvantages of moving to other location, staying at the Airport or relocating staff to other county spaces. For the CUW Committee, staying at the Airport was not an option. A different place is needed for UWEX employees so they can operate and do the job they are hired to do. Lengthy discussion followed.

Feldman discussed the statewide reorganization of UWEX and feels that there will be a reduction of staff, but it will not be a great reduction. She noted the spaces that have been visited are less than the 3,200 square feet they currently occupy. Feldman also noted there is a system in place for dealing with the issue, whereby sometimes the office will be closed.

Discussion was held regarding who should take the lead role with the issue of relocation. Cushing felt the issue should be explored by Buildings and Grounds; Fried agreed and asked for direction. Requested information includes: why does the office need to be moved, what are the alternatives for relocating, and how will the reorganization of UWEX affect county staffing levels?

Discussion followed regarding a new space being environmentally acceptable, possible initial infrastructure costs and ongoing costs of relocation. This information should be brought to the budget hearings. Mott noted UW staff has visited 3-4 sites and can provide a price range to Buildings and Grounds. In fairness to Brauer, Fried noted we are committed to paying rent. If the office were to relocate, the County and City would still be responsible for paying \$20,000 to make up the loss of revenue to the Airport budget. Motion by Jensen/Mott that Buildings and Grounds work with UWEX, and bring forward to the budget hearing, an estimated cost to relocate UWEX. Discussion followed. Hintz noted information provided at the budget hearings should include why the department needs to move and how much will it cost. All ayes; motion carried.

Vouchers, reports, purchase orders, line item transfers and updates:

Treasurer:

- Ostermann discussed the associated expenses for In-Rem properties. Motion by Jensen/Hintz to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Committee accepted the August statement of cash report.
- Ostermann discussed the 2017 budget. Motion by Cushing/Jensen to approve the Treasurer's budget and forward to the Administration Committee for budget hearings. All ayes; motion carried.

County Clerk:

- Motion by Jensen/Hintz to approve the County Clerk's vouchers, blanket purchase order and line item transfer as presented. All ayes; motion carried. Discussion followed regarding insurance.
- Bartelt reviewed the 2017 County Clerk's budget. Sorenson noted a correction to the election budget, noting there is not \$50,000 in revenue and total estimated expenses is \$44,166. Sorenson noted \$50,000 is levied each year and carried forward to fund the years of the presidential elections. Hintz noted one of the County Clerk candidates indicated a \$35,000 cut to the County Clerk's budget and wondered how that would happen. Bartelt responded that it would be a reducing a position and reduction of health insurance expenses. Discussion followed. Motion by Cushing/Jensen to approve the Clerk's budget as corrected.
- Bartelt discussed the insurance and risk. A premium increase is not anticipated from WI County Mutual; however she noted there will be an increase in worker's compensation premiums as the mod increased from 1.11 to 1.26. Discussion followed regarding auto comprehensive/collision and monies/securities being reallocated to different accounts. Motion by Cushing/hintz to

approve the insurance and risk management budget and forward it on to the Administration Committee. All ayes; motion carried.

- Bartelt discussed bow hunting on county owned property within the city limits. She would like to limit the number of permits to five on the parcel due to its size. Jensen suggested if more than five applications are received, a drawing should be done to select five hunters. The Committee confirmed that five permits be given for bow hunting on county land located in the city limits.

ITS:

- Motion by Cushing/Fried to approve the ITS bills as presented. Discussion followed. All ayes; motion carried.
- Flint noted the Wi-Fi updates are underway and Buildings and Grounds staff is pulling the wires to save money and time. Interviews for the System Administrator position will be held on Thursday. Met with business systems user group discuss IT projects and help prioritize projects and set timelines.
- Flint reviewed the 2017 proposed budget requesting an increase of 16% (\$61,000). Lengthy discussion followed regarding the specific increases in software maintenance/licensing, professional services, new requests (LabTech software, Office 365 versus Office 2016, etc.), Capital Improvement Program requests. Committee members expressed concern regarding the increase in the budget. Flint discussed how funds were reallocated, anticipated reduction in hardware maintenance costs, and long-term savings. He noted software maintenance will continue to increase. Lengthy discussion followed with Fried requesting accountable goals, future costs/savings, improvements for employees, and a summary of what other counties' strategies. Discussion was held regarding wants, needs and commitments. Hintz believes this is a very challenging budget and the Committee directed Flint to bring back goals/expected achievements for discussion at the budget hearings. Motion by Fried/Hintz to note the reception of the ITS budget request and pass on to the budget hearings for more discussion. Discussion followed regarding the increase. Ayes-four; nays-one. Motion carried.

Finance:

- Motion by Cushing/Jensen to approve the monthly bills and vouchers. All ayes; motion carried.
- General Investment report will be submitted at the next meeting.

PMA Investment Advisors Agreement/US Bank Custody Agreement: Sorenson noted the PMA contract was brought to the Administration Committee meeting at the last meeting; the Committee requested additional time to review it. Sorenson reviewed funds available and current interest rates being offered by banks. The contract has been reviewed by Corporation Counsel and includes a custody agreement for PMA which is required by law. Motion by Jensen/Hintz to approve the PMA Investment Advisors Agreement/US Bank Custody Agreement for signature by County Chair Hintz. Fried felt the County has not been aggressive in looking at cash management and that it is not appropriate at this time (two months from budget) to investment the funds. He would like the issue brought to the County Board with the budget. He believes there are other safer opportunities which provide a good yield. Discussion followed. Sorenson noted funds are still accessible. BMO Harris and this agreement work on the trust side of the bank which has a higher rate of return than the bank side of the bank. The County still has a minimum of \$7 million to put on the bank side of the bank if needed. Discussion continued. Ayes-four; nays-one. Motion carried.

2017 budget update: No updates at this time.

Update on Efficiency Team: Jensen noted a meeting was scheduled for 11:30 a.m. today. There are still a few programs to review and will begin to compile the report.

Hintz called a brief recess.

Closed session: It is anticipated that the Committee may meet in closed session pursuant to Wisconsin Statutes, Section 19.85(5)(e), deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. (Topic: Possible Northeast WI Economic Development Corporation loan.) A roll call vote will be taken to return to open session. Motion by Cushing/Jensen to enter into session as identified. Roll call vote: Cushing-aye; Jensen-aye; Mott-aye; Fried-aye; Hintz-aye. Motion carried. Luce, Desmond, Sorenson and Gauthier allowed to remain.

Motion by Jensen/Mott to enter into open session. Roll call vote: Cushing-aye; Jensen-aye; Mott-aye; Fried-aye; Hintz-aye. Motion carried.

Announcement(s) of any action taken in closed session: Chairman Hintz announced no action was taken in closed session.

Motion by Jensen/Fried to forward the resolution regarding the BCPL loan on to County Board for consideration. All ayes; motion carried.

Public comment: None.

Items to be included on next agenda:

- Tentative meeting 10/4/16 at 9:30 a.m.
- Budget hearings 10/10/16, 10/11/16 and 10/12/16.
- Approval process for expense vouchers.

Adjournment: Motion by Mott/Hintz to adjourn at 1:30 p.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison/Melodie Gauthier Recording
Secretary

David Hintz, Chair